

Information Booklet

Inclusion Manager



A Warm Welcome from Holmfirth High.....

Thank you for considering applying for this senior leadership post at Holmfirth High School.

We genuinely believe the school is a wonderful place to work. We have worked hard, and continue to do so, to establish and maintain an ethos in which people – adults and children – support each other, and where relationships are positive, respectful and friendly.

Our most recent Ofsted inspection judged the school to be good with outstanding features. Ofsted have stated:

'Leaders have established a positive ethos that addresses the academic needs of pupils and promotes their wider personal and social development' and 'Senior and Middle leaders have established a dynamic learning culture where high quality training contributes to continuous improvement'.

We strive to do the best we can for all our students so that they leave here as well-rounded, decent young people who have achieved as highly as possible and have experienced a wide range of opportunities in and out of the classroom. As a school, we seek to provide good developmental opportunities for staff too so that they feel their personal and professional skills are valued and that they are both supported and challenged in their careers.

We are an incredibly busy school with lots going on all year round. We are fortunate in having an exceptional staff group who enthusiastically provide a wealth of extra-curricular activities and experiences for our students to enjoy.

The school is a lead school in the West Yorkshire Teaching School Alliance. This means that we work collaboratively and in partnership with a range of other alliances, schools, colleges and universities to share best practice, to train entrants into the profession and to provide exciting professional development for all our staff.

Should you choose to apply, you will be sure of a warm welcome and you will be joining a highly committed, professional and friendly staff group.

Yours sincerely



Mr C Jansen
Executive Headteacher



Mrs G Howe
Associate Headteacher

Holmfirth High School

Leading Edge School

This highly successful and oversubscribed school has 1330 pupils, with over 90 teaching staff and over 70 support staff.



Originally built in 1959, the school has undergone extensive refurbishment in recent years. Its facilities now include a Modern Foreign Language suite, 6 ICT rooms, a Drama studio, 8 Science laboratories, a Music suite with practice rooms and a brand new SEN department and RE/PSCHE block. The specialist school initiative has also meant the further building work of a new Maths block.

The catchment area comprises Holmfirth and surrounding villages. These provide an intake which is well balanced socially and academically. The school is conveniently situated about seven miles from Huddersfield, surrounding countryside is beautiful, set as we are in the Pennine Hills. Holmfirth is within 30-45 minutes of the centres of Leeds, Manchester and Sheffield and is easily accessible from the M1 and M62 motorways.

The school takes its community responsibilities seriously. It adopts an open policy towards parents, and pupils are encouraged to participate in the life of the school and locality in a positive and helpful manner. The school also manages the sports centre accommodation which is used by local individuals and community groups in the evenings. We became an extended school in April 2006.

As a school, we aim to be sympathetic and understanding while being purposeful and demanding. We encourage all pupils to strive to achieve the highest academic level of which they are capable.

High personal and disciplinary standards are also regarded as important. We are aware of the difficulties that all pupils share as they pass through a large school during adolescence, and we also recognise the special requirements of a small number of boys and girls who have personal or academic problems and provide as much support as we are able. We have a full time pupil counselling service and a pupil health and information service on site.

The school is organised on a year basis, with Heads of Years overseeing the job of Form Tutors. Pupils are taught in their mixed ability tutorial groups in Year 7, although setting is introduced in a number of subjects in Year 8. In Years 10 and 11, all pupils now follow a course which enables them to study English; Mathematics; Science (either combined or three separate subjects); ICT; Religious, Personal and Social Education including Careers, and Physical Education. In addition, pupils take four other choices from a wide programme of vocational and academic options.

The school has an excellent record in public examinations; the great majority of our pupils achieve high standards at education or training beyond the age of sixteen. The average pupil achieves 10 A* - C passes including Maths, English, two Sciences and a Modern Foreign Language, over 50% go on to university and less than 1% become NEET. WE are especially proud that none of our disadvantaged students became NEET last year. This is both significantly better than the local or national figures for this type of learner.

We attach great importance to the place of extra-curricular activities in the school programme. A wide variety of cultural, sporting, outdoor pursuits and other activities take place, with outstanding levels of success being achieved. It is hoped that applicants will give a clear indication of areas in which they are able and willing to participate.

We hope that this outline has been useful. If you have any questions please do not hesitate to telephone the school. In normal circumstances, the appointment will be made within one month from the appearance of the advertisement. Unless applicants have been invited for interview within this period, it should be assumed that the post has been filled. It is regretted that expense makes it impossible to write personally to all unsuccessful candidates.



Aims of the School

- ❖ Members of the school community are encouraged to achieve their potential – academically, emotionally, socially, physically and spiritually and the school aims for the highest possible standards for all.
 - ❖ The school aims to ensure that members of the school community feel valued and appreciated.
 - ❖ The school aims to encourage pupils to enjoy learning through a broad curriculum delivered in a wide variety of ways and thus helps prepare them for later life.
 - ❖ The school aims to develop qualities of mind, body, and spirit through the encouragement and development of various senses; reasoned thought; the ability to question and discuss rationally, to state a point of view and accept other points of view.
 - ❖ The school aims to develop self-discipline, self-respect, respect for others and their property, thereby enhancing relationships with others and providing the capacity to live as independent, self-motivated adults with the ability to act as contributing members of society.
 - ❖ The school aims to encourage that all members of the school community respect religious and moral values, and show tolerance and understanding of other races, religions and ways of life.
 - ❖ The school aims to provide a wide range of support services for our young people in order to help them manage and cope well with concerns and problems not just with their education, but more generally with their life in and beyond school and as preparation for later life.
 - ❖ The school seeks to offer a wide variety of learning and activity opportunities through our extra-curricular programme and hope that these will help encourage the development of interests and skills and social interaction.
 - ❖ The school seeks to work and interact with the wider community to support local efforts to address issues and provide services and to ensure good use of school facilities in out of school hours.
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Local Information

Holmfirth – the Heart of the Holme Valley

Located in the heart of the beautiful Holme Valley, Holmfirth is a small town that sits just north of the Peak District in West Yorkshire. The town is better known as the location for the popular BBC TV series 'Last of the Summer Wine', with thousands of fans making the journey every year to visit such locations as Sid's Café and Nora Battye's Steps.



Whilst 'Last of the Summer Wine' is a major visitor attraction, it certainly is not the only reason people visit Holmfirth. With its breathtaking scenery across the Holme Valley, Holmfirth is also popular with walkers and wildlife enthusiasts alike as it is within easy reach of a number of beautiful reservoirs and picturesque surroundings, and if that isn't enough, there are some wonderful attractions to be seen in the town itself - from the last of the Summer Wine Exhibition, to the Holmfirth Vineyard, to the Postcard Museum or pop into The Nook for a cheeky pint!

Holmfirth is also home to a wide range of eating places, including restaurants, wine bars, pubs and take-aways that cater for a wide variety of tastes. It is one of the most popular and much loved destinations in West Yorkshire, with visitors flocking to the sleepy town all year round, Holmfirth is a wonderful place to visit, with lots of things to see and do.

Holmfirth is within easy reach of the major cities of Manchester, Leeds and Sheffield being accessible from both the M1 and M62 motorways. Our nearest town is Huddersfield which is home to Huddersfield University - winner of the Sunday Times Best University of the Year Award 2014. Huddersfield also has three sixth form colleges – Greenhead College, Kirklees College and New College.

There are many estate agents and letting agents in Holmfirth and Huddersfield, together with numerous high street banks and building societies.

Partner Primary Schools

Hade Edge J & I School

Greave Road
Hade Edge
Holmfirth
HD9 2DF
Tel 222470

Netherthong Primary School

School Street
Netherthong
Holmfirth
HD9 3EB
Tel 222487

Hepworth J & I School

Maingate
Hepworth
Holmfirth
HD9 1TJ
Tel 222472

Scholes J & I School

Wadman Road
Scholes
Holmfirth
HD9 1SZ
Tel 222478

Hinchliffe Mill J & I School

Waterside Lane
Holmbridge
Holmfirth
HD9 2PF
Tel 222476

Upperthong J & I School

Burnlee Road
Holmfirth
HD9 2LE
Tel 222488

Holme J & I School

Meal Hill Road
Holme
Holmfirth
HD9 2QQ
Tel 222477

Wooldale Junior School

Royds Avenue
New Mill
Holmfirth
HD9 1LJ
Tel 222490

Holmfirth J I & N School

Cartworth Road
Holmfirth
HD9 2RG
Tel 222481

Holmfirth High School

Job Description

The school is committed to safeguarding and promoting the welfare of children in our care.

- Post Title:** Inclusion Manager
- Reporting to:** Assistant Headteacher (Pastoral)
- Salary / Grade:** GR 7
- Disclosure Level:** Enhanced
- Working Time:** Normal working hours 37 hours per week, term time only. Flexibility to attend any other meetings/events outside normal working hours when required.
- Direct Report(s):** Inclusion Assistants/Apprentices
- Core Purpose:** Reporting to the Assistant Headteacher (Pastoral), the job holder is responsible for:
- a. Establishing a positive ethos with pupils working in the Hub
 - b. Maintaining an overview of students who are referred to the Hub

Core Responsibilities:

- **Support Standards**
 - a. Provide support and advice to students in line with promoting their social care and personal development with respect to learning and health and safety
 - b. Support the vision, ethos and policies of the school which secure effective teaching and learning and promote high levels of achievement and self-esteem for all pupils
 - c. Establish good relationships, encourage good working practices and support and lead teachers and others on the staff team with a focus on inclusion
 - d. To be responsible for induction and Performance Management of apprentices
 - e. Respond to and take steps to resolve relationship issues between students, and where necessary staff and staff-students
 - f. Provide general student support e.g. when a student is upset
 - g. Monitor attendance in the Hub and the reasons why students are sent or are working there
 - h. Collect and collate statements relating to incidents, following up directly when appropriate
 - i. Contribute to inclusion support plans
 - j. Lead and contribute to single assessments
 - k. Be aware of and comply with policies and procedures relating to child protection and all aspects of safe guarding children
 - l. Liaise with external agencies and colleagues to support identified students
 - m. Update the Hub linked with pastoral issues for students on a regular basis to ensure the learning environment is appropriate for students who are working there
 - n. Attend case conferences as directed
 - o. Contribute to the provision and organisation of mentoring and intervention programmes to raise attainment/attendance
 - p. Contribute and attend pastoral meetings as requested
 - q. Attend after-school detentions to support colleagues
 - r. Line manage Apprentices who will be working in the Hub
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- **Communication**

- a. Contacting parents, being responsible for and dealing with issues when appropriate
- b. Ensure contact is made with parents and log information whenever incidents are dealt with in the Hub
- c. Produce appropriate records of incidents dealt with in the Hub
- d. Arrange for work to be set and collected for students working in the Hub
- e. Seek reports when necessary on student progress from staff
- f. Arrange parental appointments as required
- g. Ensure letters are sent when a student is working in the Hub
- h. Ensure effective communication across teaching and non-teaching staff
- i. Monitor student integration back into normal school curriculum after being placed in the Hub and following a FTE.

- **Evaluation**

- a. Monitor and analyse use of the Hub
- b. Produce reports on use of the Hub, levels of incidents dealt with and restorative practice
- c. Hub support plans and report systems

- **General**

- a. Attend pastoral meetings
- b. Attend multi-agency meetings
- c. Facilitation of after school detentions
- d. Assist with on call duties
- e. Assist with SLT duty support (radio assistance)
- f. Assist with isolation of students at lunchtimes
- g. Responsible for student behaviour and welfare when students are sent to or are working in the Hub
- h. Represent the school in a manner consistent with its ethos and values
- i. Contribute to school development through identified communication and consolation channels
- j. To respect the confidential nature of information relating to the school and students

- **Level of supervision**

Plans own work to ensure the meeting of defined objectives

- **Other responsibilities**

- a. Establish a safe and productive working environment in line with school rules
 - b. Preparation of weekly/half termly reports for apprentices
 - c. Support teaching and learning as needed
 - d. Line manages and train apprentices
 - e. Support school staff with parent contact and meetings
 - f. Carry out restorative chats and conferences
 - g. Develop a system for proactive monitoring and analysis of key students
 - h. Use drawing therapy and other interventions as necessary
 - i. Train form tutors, annually, in restorative circles
 - j. Produce analysis of work undertaken in the Hub with students and the impact of this work.
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- **School Ethos and culture**

- a. Promote the school's ethos and culture to the broader community to raise local expectations
- b. To adhere to the ethos of the school

- c. To promote the agreed vision and aims of the school
- d. To set an example of personal integrity and professionalism
- e. Attendance at appropriate staff meetings, student meetings and parent evenings.

Developing self and working with others:

- a. Treat students, staff and parents fairly, equitably and with dignity and respect
- b. Regularly review own practice, set personal targets and take responsibility for their own personal development
- c. To undertake appropriate professional development including adhering to the principle of performance management

Accountability

- a. Provide the Assistant Headteacher (Pastoral) with any information and support to enable them to meet their responsibilities

Strengthening community

- a. Create and maintain an effective partnership with parents and carers to support and improve young people's achievement and personal development

Additional Duties

- a. To be aware of safeguarding and promoting the welfare of children and to report any concerns with the school's safeguarding policies
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Person Specification

Holmfirth High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An Enhanced CRB check is required for the successful applicant.

Post Title: Inclusion Manager

Attributes tested by Application, Interview, Task and References	Essential E/ Desirable D
Qualifications & Experience	
<ul style="list-style-type: none"> • Educated to degree or equivalent level in a relevant subject, with high levels of personal literacy and numeracy (i.e. minimum GCSE Maths and English A*-C). • Experience of successful working with young people aged between 11 and 18 years, within education; producing positive outcomes in raising attainment. • Experience of dealing sensitively with students concerns. • Experience of working with young people with complex behavioural needs to produce positive outcomes . 	<p>D</p> <p>E</p> <p>E</p> <p>E</p>
Skills and Abilities	
<ul style="list-style-type: none"> • Good written and oral communication skills. • Ability to work effectively with a range of internal and external stakeholders (e.g. Senior Leadership team, Governing Body, teaching colleagues, support staff, students, parents). • Ability to work independently, and successfully lead, organise and motivate a team. • Ability to effectively communicate with and motivate young people. • Strong evaluative and analytical approach to planning and reviewing strategies used to support students. • Ability to carry out verbal and written instructions. • Ability to use initiative and common sense to resolve challenging issues and problems. • Show an excellent understanding and use of data to monitor progress, identify under performance and set appropriate interventions (e.g. Excel to monitor/track progress/attendance). • Good knowledge of restorative practices 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p>
Other Attributes	
<ul style="list-style-type: none"> • Demonstrates commitment, integrity and trustworthiness. • Effective use of behaviour management strategies. • Willing to undertake appropriate training to meet the needs of the job. • Ability to relate to and promote the ethos of the school. • Be passionate about working with and providing the right support for young people with complex behavioural/social issues. • Demonstrates a commitment to safeguarding and a suitability to work with children, including appropriate relationships with children, emotional resilience to challenging behaviour and attitudes to the use of authority and maintenance of discipline. • Proven good attendance and punctuality. • Flexible approach to duties. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>

NB: If shortlisted, any relevant issues arising from references will also be taken up at interview. References will be used to support the selection panel's assessment.

Application Details

Thank you for taking the time to read this pack. If you wish to apply for the post of Inclusion Manager at Holmfirth High School then please complete the standard Kirklees application form which is found on our website, together with a covering letter, of no more than two sides of A4, incorporating the following headings within the letter:

- My Qualifications and Experience
- My Skills and Attributes
- What can I bring to the role

Completed applications should be returned to:

The Executive Headteacher
Holmfirth High School
Heys Road
Thongsbridge
HOLMFIRTH
HD9 7SE

Or via email to vacancies@holmfirthhigh.co.uk or office.holmfirth@holmfirthhigh.co.uk

The closing date for applications is: 9.00am on Wednesday 27 September 2017

Interviews will take place: early October

If we have not contacted you by early October you will know that on this occasion your application has not been successful. Please accept this as acknowledgement of the time and interest you have shown.

Thank you
